

June 25, 2002

MEMORANDUM FOR THE HEADS OF DEPARTMENTAL ELEMENTS

FROM: LEE LIBERMAN OTIS
GENERAL COUNSEL

SUBJECT: FBI and Senate Requests for Enron-related Information

Attached to this memorandum is a letter from the Federal Bureau of Investigation (dated May 28, 2002 and received by DOE on May 30, 2002) and three letters from U.S. Senators (dated May 22, 2002 and June 5, 2002 and received by DOE on June 6 and June 5, 2002, respectively). These letters request documents and information concerning Enron Corporation and DOE's contacts and involvement with Enron and its subsidiaries and affiliates. Some of the requests call for information going back to 1992.

DOE must respond to these letters promptly. Each program office within DOE is responsible for searching for documents responsive to these requests (whether such documents are located in Washington, D.C. or elsewhere in the DOE complex), and providing them to the Office of General Counsel for evaluation and production to the FBI and/or to Congress.

Therefore, I have scheduled a meeting for this Friday, June 28, 2002 at 10:00 a.m. in the General Counsel's conference room (Room 6A-245) to discuss these requests. I ask that each program office designate a representative who will attend this meeting and be responsible for coordinating that office's search for responsive documents, and for providing any responsive documents to the Office of General Counsel. It is very important that each program office have a representative at this meeting because information and instructions will be provided as to the search each office needs to conduct, the types and date ranges of documents that are of particular importance to the FBI, and the manner in which responsive documents should be provided to my office. We also will discuss the certification that each program office will need to sign, after completing its search for and production of documents, certifying that the office has conducted a thorough search and provided all responsive documents it has located.

In advance of the June 28 meeting, please notify Alicia de Forest in the Office of General Counsel (alicia.deforest@hq.doe.gov) who your office has designated to attend the meeting and to be responsible for coordinating your office's search and response. Thank you for your cooperation.

cc: Secretary Abraham
Under Secretary Card
Under Secretary Gordon